



NOTICE OF JOB VACANCY

Location: Julia Boyer Reinstein Library (1030 Losson Road)
Position Title: Clerk Typist, part-time
Hours of Work: Various, up to 19 hours per week
Hourly Rate: \$19.321 per hour
Posting Date: February 3, 2026

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing.

NOTE: One year of full-time office clerical experience, which included typing, may be substituted for the required typing course.

DUTIES (Illustrative Only):

- ◆ Assists patrons with routine requests;
- ◆ Assists with programming for the public;
- ◆ Answers telephone, takes messages, relays information;
- ◆ Assists with special library events;
- ◆ Utilizes computer systems and equipment;
- ◆ Processes new and generic materials;
- ◆ Other clerical duties as assigned.

SPECIFIC REQUIREMENTS:

- ◆ Ability to work independently;
- ◆ Excellent time and attendance record;
- ◆ Ability to understand and follow oral and written instructions;
- ◆ Ability to work well with library staff and the public.

HOW TO APPLY:

Interested candidates should send a resume and cover letter by **February 13, 2026** to hr@buffalolib.org or to:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

Applications can also be submitted in person at the Julia Boyer Reinstein Library or the Administrative Offices of the Central Library.

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

Profoundly **PUBLIC.**

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.